

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4246
FAX (203) 270-4205
Email patrice.fahey@newtown-ct.gov



Patrice Fahey
Human Resources Administrator

TOWN OF NEWTOWN

OFFICE OF HUMAN RESOURCES

TOWN OF NEWTOWN POSITION OPEN

Town GIS/Information Technology Specialist Full-time

General Statement of Duties: Working closely with the town departments in the design, implementation and modification of data layers and maps using ArcGIS technology. Must have working knowledge in work order systems, and work flow systems which interface with GIS. Maintain ArcGIS software at supported levels and ensure proper operation of the system. Produce a variety of land use maps as requested. Knowledge of server 2003, server 2008 and virtual machines and be able to perform routine maintenance, installs, and repairs to ensure proper operation of town computer systems including issues of server/network access. Perform basic server administration. Guide end users in routine use of equipment and common software packages.

Performing routine PC maintenance, installs, and repairs to ensure proper operation of town's workstation (client) computers. This includes, but not limited to, changing memory, motherboards, video cards, cd and hard drives. The incumbent should be knowledgeable with respect to procedures on changing passwords on various vendor software programs.

Education and required knowledge:

Knowledge of GIS and ESRI software a must

Knowledge of database manipulation a must

Must be an organized, self-directed worker

Ability to establish and maintain a cooperative working relationship with colleagues, supervisor and the user community.

Proficiency in Windows 7, Server 2003, and Server 2008 is strongly desirable.

Knowledge of Server setup and security policies

Knowledge of router configurations

Fluent use of email and the Internet and Microsoft Office Suite

Possess a valid Driver's license

Able to lift and/or carry objects weighing up to 50 pounds repeatedly

Must be an organized, self-directed worker

Knowledge of Windows operating systems and control panels

Understanding of IP networks, able to install networked printers, recognize IP addresses, install hubs install switches

Familiarity with Server based environments including an understanding of user rights and permissions

Fluent use of email and the Internet and Microsoft Office Suite

Salary: \$34,000-\$40,000

Please apply
Office of the First Selectman – Human Resources
3 Primrose Street
Newtown, Connecticut 06470
203-270-4246
Patrice.fahey@newtown-ct.gov
EEO/Affirmative Action Employer